



**DEPARTMENT OF PERSONNEL**

209 E. Musser Street

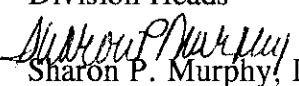
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**MEMO PERD #02/98**

January 8, 1998

TO: Department Heads  
Division Heads

FROM:  Sharon P. Murphy, Director  
Department of Personnel

SUBJECT: NPD-35 SEPARATION CODES

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Attached is a list of separation codes which are recorded on the Personnel Action Form, NPD-35, when employees terminate from State service. They are used to designate employees' principal reasons for leaving and become part of a comprehensive statistical base which is used to identify and analyze statewide turnover trends.

These codes have recently been updated and should be used beginning immediately. In addition, definitions have been developed which will provide guidance in selecting the most accurate code. This is critical in tracking the reasons employees are leaving State service.

An exit interview is typically used to obtain detailed information regarding an employee's termination. This can be a valuable management tool in developing future selection, placement and training strategies which can result in a higher rate of retention. It is also an effective public relations tool in correcting any misconceptions an employee may have regarding the agency.

I encourage you to establish exit interview procedures and ensure accuracy and timeliness in your agency when reporting employee separation on the NPD-35. If you would like assistance in establishing an exit interview process, please let me know.

I hope this information is useful to you. If you have any questions or comments, please feel free to call me at 687-3731.

SPM:dsb

Attachment

cc: Personnel Officers  
Pay Clerks

## SEPARATION CODES/DEFINITIONS

*(Every effort should be made to code the specific reason for separation)*

CODE		DEFINITION
<b><i>Voluntary Separations</i></b>		
40	Moving for personal reasons	Relocate to a different geographical area for reasons other than to accept another position.
41	Enter private business venture	Begin self-employment or business ownership.
42	Termination of emergency, provisional or temporary hire	Appointment expired by regulation.
44	Retirement	Eligible for retirement benefits.
46	Termination of seasonal or intermittent hire	Appointment dependent on availability of work and funding.
47	Left for better paying job (private sector)	Private-sector employer offered higher salary.
49	Dissatisfaction with position's duties	Does not like the nature of the work.
50	Return to school	Left position to attend school.
51	Termination of board/commission member	Reasons may vary, i.e., appointment expired, board member resigned, etc.
52	Prefer not to work at this time	Voluntarily left position and prefers not to be part of the public or private work force. This does not include dissatisfaction with salary, hours, duties, supervision or work environment. <b>(USE ONLY IF THE TERMINATION CAN BE VERIFIED AS CONSISTENT WITH THIS DEFINITION.)</b>
53	Unsatisfactory working hours	Number of hours worked, work schedule or shift assignment is unsatisfactory.
54	Conflict with supervisor	Dissatisfied with supervisory methods or individual personality traits.
55	Change of administration	Left position as a result of administrative changes or dissatisfaction with administrative policies.
56	Enter military	Begin active service in a branch of the U.S. military.
57	Unsatisfactory working conditions	Includes work environment (exposure to weather, dirt, chemicals, noise, hostile clients, etc.); characteristics of the job (job too busy, not busy enough, required to be on call, etc.)
63	Left for better paying job (public sector)	Public-sector employer offered higher salary.
65	Separation to withdraw retirement	Terminate to access retirement contributions.
69	Family obligation	Left position to meet home/family needs including caring for children, parents or spouse.
74	Transfer to University (Professional Service)	Transferred to a unclassified professional position within the university system.
78	Transfer to non-classified Legislature	Transferred to a non-classified position within the Legislature or Legislative Council Bureau.
86	Lack of advancement/opportunity	Limited opportunity to promote, advance or learn new skills.

CODE		DEFINITION
<b><i>Involuntary Separations</i></b>		
43	Layoff	Due to shortage of work or funding or material changes in duties or organization.
70	Dismissed (after probationary period)	Result of a disciplinary action against a permanent employee including employee's failure to return from approved LWOP.
72	Position abolished	Due to lack of funding or program changes.
73	Dismissed (during probationary period)	Dismissed during <u>initial</u> probationary period.
83	Deceased	While employed with the State.

ADM-47  
1/8/98